



**35 Alice Street, P.O. Box 129**

**Brighton, ON K0K 1H0**

**613-475-2511**

**Minutes for the regular meeting of the Brighton Public Library Board for June 23, 2021 at 7:00 pm held virtually through Zoom online meeting platform (due to the COVID-19 pandemic).**

**Present:** Bob Burke (Chair), Councillor Rowley (Vice Chair), Parise Herbert (via Zoom telephone), Heather Ratz (CEO, Treasurer, Secretary), Councillor Tadman, Rick Hill, Murray Workman, Penny Kingyens (Staff, Recording Secretary), Shirley Coveney, Carol French, Nick Corsi (BDO) left meeting at 7:24 pm

**Regrets:** Jane Baier,

1. Call to order at 7 pm by Bob.
2. Approval of agenda –

**Moved by Councillor Tadman, Seconded by Rick that the Board adopt the agenda. Carried.**

3. Approval of minutes from :

a) Regular meeting of April 28, 2021

**Moved by Murray, Seconded by Rick. Carried.**

4. Audit 2020 – presentation by BDO – Nick Corsi reviewed the final audit statements for the Library Board and answered any clarifying questions. Heather asked for confirmation that the amount of surplus available to the Board, for reserves, is \$59,094. Nick confirmed that it is. There is a copy of the auditor's report available for Board members to review at the library.

The auditor suggested that the library create their own Tangible Capital Asset policy as the current one belongs to the municipality and the thresholds are much higher. Heather asked if BDO could assist with this process. Nick will investigate the cost of this and Heather will look into why we are using the municipal's policy.

**Moved by Councillor Tadman, Seconded by Councillor Rowley, that the Board accept the financial statements as presented by Nick Corsi. Carried.**

5. CEO Report

- a) April/May 2021- Heather noted that the library has been delivering curbside service since April 3<sup>rd</sup>. The staff has been busy with many initiatives including craft kits, author chats and Spring Break programs. Heather began a partnership with a new local business, Firing Time, with an online tour and a pottery kit giveaway.

Zoom story time was offered as an alternative to story time videos but it wasn't successful at least in part due to Zoom fatigue that many are experiencing.

Heather shared that she had purchased a staff toolkit "Not Myself Today" from the Canadian Mental Health Association, as a way to support staff mental health for the next year and beyond.

Total checkouts for the past two months have been very consistent and Overdrive usage continues to increase. Heather has joined a cohort that uses a platform called Edge 2.0 to help libraries use statistics in a meaningful way.

- b) Roadmap to Reopen – Heather reported that the Municipality is expecting to move to Step 2 on July 5<sup>th</sup> and we will follow their lead. We will allow 25% capacity with computers, seating and browsing available. The program room remains closed for now.

As of June 11<sup>th</sup>, quarantining of material is no longer required. We shortened our quarantine to 24 hrs from 72 hrs and began using the sanitizer. At this time, we are no longer quarantining material. At Step 2, we will "sanitize as needed" or "as requested". Promotional material will inform patrons this is an option. We will begin using the inside book drop again at Step 2. Outdoor gathering regulations will allow 25 people so this will make outdoor programming an option.

Codrington will reopen July 6<sup>th</sup> with regular hours including Sundays during market hours. Heather will follow up with the Municipality as to whether we can forgo contract tracing at this step. As always, this plan is subject to change!

- c) IT Support – Brian Heenan (Data Stream) has been with us for many years and has announced his retirement as of September 2021. He will continue to assist with our website but we will be in need of another company for service. Brian's service has been in part proactive maintenance and we're not likely to get the same type of service. Heather will investigate viable options, including reaching out the municipality.

**Moved by Rick, Seconded by Carol that the Board accept the CEO Report as presented. Carried.**

6. Financials

- a) Profit/Loss vs Budget and Balance Sheet for April & May 2021 (The Board agreed to skip to May's financial reports)

Profit & Loss – Line 3120 – Restricted Res. Funds Interest – This will come at year end. 4000 – Accrued Revenue HST Rebate is done 2 times per year, after June 30 and Dec 31. Line 4255 – Municipal BRI Dev. Charges Fund has not been received. Line 4280 – Canada Summer Jobs Grant – we were approved for \$2886 but will not receive the money until after the position is completed. Line 4270 and 4272 from the Province of Ontario (PLOG), application process should be open next week and Heather will apply ASAP. Line 5450 – Professional Fees reflects Pay Equity Review cost that was budgeted for in 2020 but completed this year. Technology Expense line 5650 will continue to be under budget, despite the reducing the budget by \$5,000 for 2021. Our newest full-timer is eligible for benefits as of June 16 and line 66001 – Staff Benefits Expense will reflect that added expense going forward.

Balance Sheet – Heather noted that Line 1100 – Bank Restricted Funds refers to the GIC's, which are reserve funds but not restricted. They have not been earmarked for specific expenditures. Heather reminded the Board that there is a \$59,000 surplus from 2020, as reported by Nick Corsi, which could be invested. This is something for the Board to consider. Again, Line 1700 – Current Year Books -the actual amount for this year is \$24,500. Acquisition purchases will increase in the fall, as this is when we purchase digital subscriptions.

**Moved by Councillor Rowley, Seconded by Shirley to accept the financials as presented. Carried.**

- b) Update signing authority – With Kim Reaman as the new Assistant Librarian, it seems appropriate for her to have signing authority rather than keep Penny on. Heather will arrange this with CIBC.

**Moved by Bob, Seconded by Councillor Tadman to remove Penny Kingyens as a signing authority and add Kim Reaman. Carried.**

7. Policies for review and approval

- a) OP-01 Collection Management
- b) OP-17 Accessibility in the Library
- c) OP-18 Purchasing
- d) OP-22 Operational Continuity Plan (new)

Rick presented the minutes of the Policy Committee Meeting that was held June 6<sup>th</sup>. Minimal changes were made to the above policies with the exception of creating a new

Operational Continuity Plan (Op-22).

**Moved by Rick, Seconded by Councillor Tadman to accept the policies as presented. Carried.**

8. Report from Council Representatives

Councillor Rowley noted that Applefest would not move forward as per usual. The committee will meet in early August to discuss the possibility of having a small local event instead.

9. Correspondence – Heather received a Thank You card from the Trenton Memorial Hospital Auxiliary, for a donation of discarded large print books. She also received a donation of the local history book “Over My Shoulder” from a couple that live in BC. The book reminded them of their early days in Brighton and thought we might like to have it. There was a comment on our Teen Canada Day Writing Contest post and a reply agreeing with the sentiment. The comments relate to Canada and the recent discovery at the Residential School in Kamloops. Heather read the comments to the Board and noted that she had reached out to the Mayor and Councillor Rowley, asking for their input. The consensus from them as well as the Board is that it is best not to drive any more conversation on the subject.

10. Other Business – Heather has joined the Municipality’s Accessibility Committee as a member of “staff” and will have an informational role.

11. Adjourn –

**Moved by Bob to adjourn the meeting at 8:11 pm.**

**There is no scheduled Library Board Meeting for July or August. The next meeting will be held September 22<sup>nd</sup>, 2021 or at the discretion of the Board Chair.**



Bob Burke

Board Chair



Heather Ratz

CEO/Secretary/Treasurer